

**THE FORT
BELVOIR
CIVILIAN
PERSONNEL
ADVISORY
CENTER**

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NATIONAL DRUG FREE WORK WEEK

Oct 20-26, 2008



October 20-26, 2008 is National Drug-Free Work Week. The purpose of Drug-Free Work Week is to highlight that being drug free is key to workplace safety and health, and also to urge workers with alcohol and drug problems to seek help. Drug-Free Work Week is sponsored by the U.S. Department of Labor in coordination with members of the Drug-Free Workplace Alliance. This cooperative program, which represents both employer/contractor associations and labor unions, aims to improve safety and health through drug-free workplace programs.

Sources of information on Drug Free Workplace:

- ◆ Employees have confidential access to the Employee Assistance Program (EAP) for drug and alcohol abuse and other counseling services. POC is Carol Frazelle at 703-805-5980. The EAP will be sponsoring Red Ribbon Week activities this month which brings millions of people together to raise awareness regarding the need for alcohol, tobacco and other drug and violence prevention, early intervention, and treatment services. It is the largest, most visible prevention awareness campaign observed annually in the United States. Red Ribbon Week began in the honor and memory of Drug Enforcement Administration Agent Enrique "Kiki" Camarena in 1985.
- ◆ The Department of Health and Human Services has a new online resource kit for employers, with tools and information Federal agencies can use to plan for and promote Drug-Free Work Week and drug-free workplaces.
<http://download.ncadi.samhsa.gov/Prevline/pdfs/SMA07-4230.pdf>
- ◆ The Substance Abuse & Mental Health Services Administration (SAMHSA) provides general information about Federal Drug-Free Workplace Programs:
http://workplace.samhsa.gov/FedPgms/Fed_DFWP.aspx
- ◆ The U.S. Department of Labor's website
<http://www.dol.gov/workingpartners/welcome.html> showcases additional information and resources for Drug-Free Work Week.



NSPS Performance Management for *Deployed Civilians*



Civilian employees are often assigned to contingency operations through a variety of methods and for varying periods of time. Typically, these movements are processed as temporary promotions, temporary reassignments or changes to lower band/grade, and often they last for a year or longer. In some cases, the employee may be deployed via TDY/Temporary Change of Station (TCS), and these assignments are of fairly short duration, i.e. 120 days or less. For short deployments, i.e., six months or less, it is recommended that, in order for employees to receive credit for their deployment when they are rated in the NSPS performance management system, a job objective be added to the employee's performance plan prior to his or her departure. That objective then provides a basis for rating the employee's work while deployed. A suggested job objective would look like the following:

"As a deployed civilian, in support of DA contingencies, and under the operational control of the [deployed Supervisor / Commander], is expected to effectively complete assigned projects / tasks in accordance with the responsibilities of the deployed position. As such, tasks are to be carried out within agreed upon or prescribed timelines. Completed work products are evaluated to ensure that they comply with applicable regulatory / policy guidelines and that the desired results are achieved."

The supervisor at the permanent organization should obtain input from the **deployment** supervisor to enable an accurate rating of the employee on this objective. The employee's performance in the permanent position (on the other job objectives) should of course be considered in arriving at a recommended overall rating.

It may not always be feasible to rate deployed employees under NSPS standards. For rating purposes, employees on longer assignments are treated in one of two ways:

- ♦ If they have worked sufficient time under an approved NSPS performance plan (90 days or more) in their permanent position during a rating cycle, they will be eligible to get a rating of record and a performance payout. These employees, depending on the circumstances, may also be given performance objectives that address work that will be done while they are deployed.
- ♦ If employees do not have sufficient time in their permanent positions under an approved NSPS performance plan, they do not get NSPS ratings but are eligible for salary increases based on their last NSPS rating of record (if they have one), or based on the average salary increases given to the other employees in their pay pools in the same pay schedules and pay bands (the modal rating for that group). In these circumstances each employee's salary increase will be determined using whichever method benefits him or her the most.

Where possible, employees should be kept on an NSPS performance plan while deployed; however, this is not always practical. The employee's supervisor while deployed needs to be NSPS-trained and certified if the supervisor will rate the employee. Recognize that there may be systems difficulties with accessing automated performance management tools, particularly the Performance Appraisal Application (PAA), while deployed. This alone, however, should not be cause to forego use of an NSPS performance plan since the fillable form version of the performance appraisal remains available for use. Each case needs to be evaluated individually to determine the best approach to give the employee the greatest benefit. For guidance and assistance on this and other NSPS matters please contact your servicing LMER Specialist. You can also go to:

<http://cpol.army.mil/library/general/nsps/> for the latest updates and information on NSPS.



Personal Comfort Doctrine Not Extended to Home Offices in Agency Tele-work Arrangements

Employees injured while tele-working are afforded the same coverage under the Federal Employees' Compensation Act (FECA) for injuries that occur during performance of duties as those employees who are injured at their official duty stations. However, a key distinction is made for injuries that occur under the auspices of the "Personal Comfort Doctrine."

This doctrine is a legal concept that refers to activities related to fulfilling basic human needs and wants. These activities are considered to be reasonably incidental to official employment-related duties thereby bringing them under coverage of the FECA for injuries which occur at an employee's official duty station only. Such activities include the use of facilities for the employee's comfort, health, and convenience, as well as those used for eating meals and snacks provided on the premises.

However, when an employee is on property under his/her own control, activities which are not immediately directed toward the actual performance of regular duties **do not** arise out of employment and are not covered under FECA.

Workers' Compensation POC: Cisy Newman (703) 704-3023.

PERFORMANCE PLANS "HOW TOs"

Creating employee performance plans for employees can be one of the more difficult endeavors supervisors undertake. A sound performance plan is one that contains meaningful employee job objectives that are aligned with an organization's mission, and that also serve as the platform supervisors use to rate their employees. The performance management regulations for our various performance management systems give supervisors the "Must Do's" of performance management but really do not help with the "How To's" of performance management.

The Office of Personnel Management has put out a handbook that will give supervisors a road map to develop performance plans for their employees. "A Handbook for Measuring Employee Performance" can be found at the following link: <https://www.opm.gov/perform/WPPDF/2002/HANDBOOK.PDF>.

The handbook presents an eight-step process for developing employee performance plans that are aligned to the organization's mission and that contain meaningful job objectives that are results oriented. No matter what performance management system supervisors find themselves in, this handbook provides a framework for developing successful employee performance plans.

The Crone Corner



THE LEGAL EAGLE

A PIECE OF *PIE*!

Now that school is officially back in session for our children the Fort Belvoir Garrison and many of our tenant organizations are looking forward to participation in the Army's Partners in Education (PIE) program. PIE is an Army-authorized program that encourages Soldiers and federal employees to work with local schools to foster community relations and act as mentors for students. Our partner schools are reaping a great benefit from the wealth of experiences our Soldiers and employees bring to their students. As the PIE program expands and participation grows, we (as managers of civilian employees) need to remember that certain rules on work attendance, use of government resources, and liability do not change, even though the employee is a PIE volunteer.

Partners in Education originated from a 1996 Presidential memorandum that encouraged the federal work force to make their communities stronger by volunteering. On President Clinton's direction, the Office of Personnel Management (OPM) created guidelines for federal agencies to follow in implementing volunteer programs.

One issue that my staff has been asked to provide guidance on concerns employees' work schedules and time off to participate in the PIE program. OPM has provided very straightforward guidelines, and it gives the supervisor three options:

- ◆ Create Alternative Work Schedules to allow participation. That is, you may require your employee to work his or her 80-hour-per-pay-period work schedule, but you may do so creatively to allow PIE participation.
- ◆ Allow for the liberal use of regular leave and leave without pay to allow participation.
- ◆ Provide the employee with an Excused Absence (administrative leave), so long as the absence is directly related to the PIE. However, the absence must be brief and infrequent. Moreover, the excused absence option should not be allowed if it is detrimental to accomplishment of your mission.

I strongly recommend that if your employees are participating in PIE, you choose one criteria for the leave status and apply that status evenly to your entire staff to avoid any unneeded confusion.



Other issues that have arisen deal with the use of government equipment for PIE program purposes. Government equipment may not be used in the PIE program. It is really that simply.

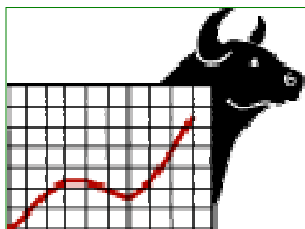
You also may not raise funds at work for the partner school or program. Fundraising activities are prohibited from occurring in government offices (remember you can't sell Girl Scout cookies or dinging coupon books in your office, break room, or via government email). However, if you want to put a box in the front office for people to donate items for use by the students, that is acceptable. Don't forget, though, that there can be no coercion or perception of coercion by management to contribute. This would be an unlawful personnel practice in violation of 5 U.S.C. § 2302.

Finally, and with the hope that it will never actually happen, two other issues must be addressed. First, programs under PIE cannot involve political activity. So, if the Young Democratic Club or Young Republican Club wants your employee's help in promoting their candidate as a part of school activities, then you must decline. To participate in such activity would violate the Hatch Act. Second, in the unfortunate event that your employee is injured while participating in PIE, the employee will most likely be eligible for Worker's Compensation.

The PIE is a wonderfully successful program. However, let us not lose sight of the fact that this is a *volunteer* program that is not without its limitations. Please contact your Labor Counselor with any specific questions.

Compliments of the Ft Belvoir SJA

SHOW ME THE MONEY!



The Thrift Savings Plan (TSP) offers a free e-mail subscription service. This service allows participants to receive notifications by e-mail when new information is available on the TSP Web site. With this service, you automatically receive an e-mail when there is new or updated information on the TSP Web site for items of interest to you – without having to visit the TSP Web site to check for changes. This is a free service sponsored by the TSP and provided through GovDelivery. Your e-mail address will be used to notify you when updates are made; it will not be used for any other purpose by the TSP. To subscribe to this service, go to: www.tsp.gov and click on "get email updates"

Current Return and Share Prices

	G Fund	F Fund	C Fund	S Fund	I Fund
September 2008	0.31%	(1.31%)	(8.94%)	(10.32%)	(12.31%)
Year-to-date	2.86%	0.84%	(19.25%)	(16.08%)	(27.81%)
12 Month	4.05%	3.89%	(21.94%)	(18.90%)	(29.01%)

	L Income	L 2010	L 2020	L 2030	L 2040
September 2008	(1.75%)	(3.00%)	(6.01%)	(7.24%)	(8.35%)
Year-to-date	(2.06%)	(5.45%)	(12.07%)	(14.67%)	(17.04%)
12 Month	(1.62%)	(5.51%)	(13.01%)	(15.97%)	(18.61%)

These returns are net of the effect of accrued administrative expenses and investment expenses/costs. The performance data shown represent past performance, which is not a guarantee of future results. Investment returns and principal value will fluctuate, so that investors' shares, when sold, may be worth more or less than their original cost. Percentages in () are negative. Rates of Return were updated on **October 1, 2008**.



Share Prices: Oct 3, 2008

L 2040	L 2030	L 2020	L 2010	L INCOME	G	F	C	S	I FUND
14.4169	14.2415	14.1414	14.3692	13.0475	12.6356	12.1012	12.6079	15.2179	17.1325

LABOR MANAGEMENT EMPLOYEE RELATIONS BRANCH

LMER BRANCH

The Fort Belvoir CPAC has been growing as it endeavors to support the transformation of the Human Resource function and its mission to support the warfighter. To ensure the highest level of customer service and responsiveness, the Labor Management Employee Relations *Branch* (LMER) has been established to bring together under one banner the programs that collaboratively effect management and employee relations, to defragment processes, and to provide one-stop service as the transformation of the delivery of Human Resources management and administration continues. The LMER Branch led by its Branch Chief, Ardine Marie, has five HR Specialists and a Department of the Army Fellow serving a population of approximately 4,000 federal employees:

1. John Crone services the Ft Belvoir Garrison along with several other tenant organizations;
2. Ardine Marie services the Ft AP Hill Garrison and other host organizations on Ft Belvoir;
3. Christlyn Manuel the newest addition of the staff, services the Dewitt Army Medical Hospital;
4. Cisy Newman manages the workers' compensation and DoD Pipeline Reemployment Program;
5. Steve Crandall pilots the HR Development & Training Program & supports the compensation function
6. Milicent Price, a DA Fellow works special projects, conducts research, and compiles and compares technical data in support of a variety of HR functions.

The LMER Branch manages and administers the following programs:

- ◆ Family Friendly Initiatives
 - Alternative Work Schedules, Tele-work, Excused Absences, Americans with Disability Act
- ◆ Performance Management, and Incentive Awards
 - TAPES, NSPS, DEMO
- ◆ Leave Administration
 - Family Medical Leave Act, Military, Leave Donor Program
- ◆ Workers' Compensation
 - Training, DoD Pipeline Reemployment Program, Light Duty
- ◆ Labor Relations
 - Union Negotiations, Advise on Bargaining Unit Agreement Administration
- ◆ Disciplinary and Adverse Actions
 - Counseling, Reprimands, Suspensions, Removals, Reduction in Grade, RIF
- ◆ Grievances and Appeals
 - DoD Administrative Grievance, Bargaining Unit Grievance, Unfair Labor Practices
- ◆ Human Resource Development
 - Training, Individual Development, Career Development
- ◆ Conflict Resolution
- ◆ Unemployment Compensation
 - Appeals and Hearings, Base Level Guidance

